



About Me

Experienced Academic Superintendent with more than 10 years of teaching and administrative expertise. Strong communicator dedicated to student success and institutional growth. Skilled in Accounting and Commerce, with a strategic approach to mentoring students and guiding educators. A proactive problem solver who adapts to change, manages multiple priorities, and consistently meets professional expectations.

Expertise

- Communication Skills Motivating Students
- Effectively Work with Parents Teaching , Tutoring & Counseling
- Excellent classroom Management Leadership
- Presentation Skills Patience
- Creative StudentEngagement Strong Listener
- Project management MS Word
- Designing Academic calendar MS Excel
- Team leadership MS Powerpoint
- Multicultural adaptability Peach Press
- Creativity Oracle 2015
- Conflict Resolution QuickBooks
- Team liaison

Experience

Steps School & College

Academic Coordinator- SSC & HSSC Level

2025 - Cont

- Plan, supervise, and evaluate academic programs for Grades 9 to 12 (SSC & HSSC levels).
- Coordinate between subject teachers, students, and administration to ensure smooth academic operations.
- Monitor the implementation of the Punjab Textbook Board curriculum and board examination requirements.
- Organize internal assessments, term exams, and pre-board examinations.
- Design academic calendars, timetables, and syllabus breakdowns for each academic term.
- Conduct regular teacher observations, feedback meetings, and professional development sessions.
- Ensure lesson planning, homework assignments, and notebooks are reviewed and maintained as per academic standards.
- Maintain academic records and prepare student performance analysis reports.
- Facilitate communication between school management and teaching staff regarding policies and academic goals.
- Provide academic counseling and support to students through intervention plans and progress tracking.

TRESA GLOBAL

Academic superintendent – SSC Level

2022 - 2025

- Managing work as a superintendent of academic department.
- Monitoring Teachers performance and deciding to implement procedure to improve their performance.
- Planning syllabus and test series for monthly, quarterly, and yearly intervals.
- Implement variety of teaching methods including lectures, blended learning & group discussions.

Education

2020 - 2023

MS - Finance

Capital University of Science & Technology - Islamabad, Pakistan

2012 - 2014

Masters in Commerce

University of Central Punjab - Rawalpindi, Pakistan

2014 - 2015

Bachelor in Education

Allama Iqbal Open University - Islamabad, Pakistan

2010 - 2012

Bachelor in Commerce

University of Punjab - Rawalpindi, Pakistan

2010 - 2012

Intermediate in Commerce

Punjab Group of Colleges (RBISE) - Rawalpindi, Pakistan

2008 - 2010

Matriculation

Siddeeq Public School (RBISE) - Rawalpindi, Pakistan

- Making annual calendar & breakups for each subject.
- Conducting interviews & responsible for hiring process.
- Monitoring of attendance, results and other activities of students
- Arranging extra-curricular activities for students .
- Arranging Parent teacher meetings.
- Cross checking of note books.

Concordia College for Girls & Boys – DHA Campus Rawalpindi

Lecturer – I.Com / B.com

2021 - 2022

Main Subjects:

- Principles of Auditing
- Introduction to business
- Principles of banking
- Principle of Commerce
- Economics

KEY RESPONSIBILITIES

- Managing the Banking & Commerce department, ensuring efficient academic operations and curriculum implementation.
- Assessing student performance and implementing strategies to enhance their learning outcomes.
- Designing and structuring syllabus plans and test series on a monthly, quarterly, and annual basis.
- Preparing comprehensive study notes to support students in their academic learning.
- Utilizing diverse teaching approaches, including lectures, blended learning, and interactive group discussions.
- Creating, administering, and evaluating tests and quizzes in a timely manner to assess student progress.
- Maintaining detailed records of student attendance, academic results, and overall activities.
- Organizing extracurricular events and ensuring active student participation.

Steps Collegefor Girls & Boys -- Rawalpindi

Lecturer – I.Com

2017 - 2021

Main Subjects:

- Accounting
- Business Mathematics
- Business Statistics
- Principle of Commerce
- Principle of Banking
- Economics

KEY RESPONSIBILITIES

- Monitoring student performance and deciding to implement procedure to improve their performance.
- Planning of syllabus and test series on monthly, quarterly and yearly basis.

Language

Urdu	
English	
Punjabi	

Reference

Will be given on demand

- Implement variety of teaching methods including lectures, presentations & group discussions.
- Work with students on individual & group basis to reinforce learning concepts, help in completing assignments & improving performance.
- Notes preparation for students
- Record keeping of attendance, results and other activities of students
- Arranging extra-curricular activities for students and insuring the students attendance
- Attends teachers training
- Parent teacher meeting
- Ensuring that the teaching standard are provided to students.

Heaven Birds School – Rawalpindi

Class Teacher

2015 - 2017

Main Subjects:

- Mathematics
- Computer Science

KEY RESPONSIBILITIES

- Daily teaching Mathematics to 6th, 7th, 8th class
- Maintaining class discipline
- Record keeping of student
- Parent teacher meetings
- Attending Staff meeting to discuss student's performance and procedures to improve student performance
- Syllabus & Tests planning
- Arranging extra-curricular activities for student sand insuring the students attendance

Allied School System – Rawalpindi

2014 - 2015

Class Teacher

Main Subjects:

- Mathematics

KEY RESPONSIBILITIES

- Teaching Mathematics to 2nd-grade students on a daily basis.
- Ensuring classroom discipline and a positive learning environment.
- Administering regular tests and assessments to track student progress.
- Maintaining accurate records of student performance and attendance.
- Organizing parent-teacher meetings to discuss student development.
- Participating in teacher training sessions for professional growth.
- Planning and structuring syllabus and test schedules.
- Coordinating extracurricular activities and ensuring student participation.